



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY
Status Candidates Only**

**Program Manager, GS-301-15
Career Position**

**VACANCY ANNOUNCEMENT NUMBER
2004-199VCJ**

The Office of Personnel Resources will be accepting applications for the position identified above from September 2 -22, 2004. All applications must be received by September 22, 2004.

A full time (40 hours per week) Program Manager position is available in the Community Development Financial Institutions (CDFI) Fund's Compliance Monitoring & Evaluation Division. The CDFI Fund is charged with promoting economic revitalization and community development through investment in and assistance to community development financial institutions; through encouraging insured depository institutions to increase lending, financial services and technical assistance within distressed communities and to CDFIs; and through allocation of tax credits for community development through the New Markets Tax Credit (NMTC) Program.

Through the CDFI and NMTC Programs, the Fund provides grants, loans, tax credits and technical assistance to community development organizations such as community development banks, community development credit unions, revolving loan funds, and micro-loan funds. The Program Manager reports to the Deputy Director for Management/Chief Financial Officer and is responsible for assisting in the compliance monitoring and evaluation of the Fund's awardees. Specific management and oversight duties include: 1) reviewing awardee reporting documents, including un-audited and audited financial statements, for compliance with executed agreements; 2) updating the Fund's database for reporting and compliance information; 3) analyzing awardee noncompliance and making recommendations to upper management for remedy; 4) responding to internal and external clients regarding reporting requirements and compliance statuses; 5) conducting internal and external training and presentations on the Fund's programs and post-award requirements; and 6) conducting desk audits or site-visits to awardees for compliance due diligence.

The Fund is located in the heart of downtown Washington, D.C. at 601 13th Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

Additional information is provided on the reverse side of this announcement for Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-0161.

BENEFITS:

- ~ Salary \$100,231 - \$130,305
- ~ 10 Paid Holidays
- ~ Paid Annual & Sick Leave
- ~ Federal Employees Retirement Plan
- ~ Health Benefits ~ Life Insurance ~ Awards
- ~ Valuable Work Experience
- ~ Thrift Savings Plan (Similar to 401K plans)

**APPLICATION
PROCEDURES:**

~ In order to assist you in preparing your application package, instructions and checklist are included with this announcement.

**QUALIFICATION
REQUIREMENTS**

~ In accordance with the Office of Personnel Management's qualification standard Administrative and Management Positions, all candidates must possess one year of specialized experience equivalent to at least the next lower grade level. Specific information defining experience creditable as "specialized" follows.

Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Veterans Employment Act of 1998: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Specialized Experience: Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes experience with analytical, planning, and evaluative work concerned with the administrative and operational aspects of agency programs and management.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating

factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Rating Factors:

1. Demonstrated knowledge of the various programs within the CDFI Fund; how they operate; and the pertinent laws, regulations, and OMB Circulars as they relate to the principles of compliance monitoring and evaluation.
2. Demonstrated knowledge and experience of community development finance including the use of debt, equity and subordinated finance to achieve public or social benefit, in particular as applicable to CDFIs and/or CDEs. Familiarity with and understanding financial statements for profit and nonprofit corporations and experience in analyzing performance measures for approved assistance agreements of CDFIs or allocation agreements for CDEs. Familiarity with compliance methodology and techniques for grants, loans, equity investments and/or tax allocations should be demonstrated.
3. Demonstrated management and supervisory experience, including skill in developing work plans, managing professional staff to achieve outcomes, and consensus building with other organizational elements to achieve success and meet deadlines.
4. Demonstrated ability to develop strategic plans, define objectives, initiate and direct an implementation schedule with established milestone dates to meet objectives.
5. Strong written and verbal communication skills, demonstrated ability to effectively communicate technical issues and recommendations. Experience in public speaking and preparation of technical documents to represent the agency position on various program and administrative matters before senior Treasury management officials and trade groups and associations.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area that are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community

development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package.

This position has been designated non-critical sensitive. The individual selected for this position will be subject to the necessary security investigation. Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, Room 5204, MT, 1500 Pennsylvania Avenue, Washington, D.C. 20220. Applications sent in government postage paid envelopes will not be considered. Applications will be accepted from government fax machines. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records.

Recruitment bonus is not authorized.

Relocation expenses are not authorized.

Financial Disclosure: The applicant selected for this position is required to complete a financial disclosure form.

Promotion Potential: The full promotion level of this position is Grade 15.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- ☐ *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- ☐ *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address (*with ZIP Code*)
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers (*with area code*)
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience.
(Include title, grade & series if applicable)
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses *(current only)*
- ☐ Job-related training courses *(title and year)*
- ☐ Rating factors identified on the previous page.
(Factors may be addressed on bond paper.)

INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service.
(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)

EDUCATION

- ☐ **High School, address & zip *code***
- ☐ **Date of diploma or GED.**
- ☐ **Colleges & Universities, address & zip *code***
- ☐ **Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours**
- ☐ ***College transcripts. (*If applicable*)**